

Appendix D

Campus Organizations Policies and Procedures

Campus organizations are defined as organizations having a current lease in good standing for office space or a duly executed rental agreement. Also included in this category are Fairhill Center programs and staff. Campus organization rentals shall be for the organization only. Business associates and family members are welcome to rent rooms at the off-campus rate.

Representatives from Campus Organizations are requested to fill out a Room Scheduling Request form and turn it in to the Conference and Meeting Room Coordinator. These forms can be picked up at the South Lobby Reception Desk. They can be left at the Reception Desk or in the Fairhill Center mailbox.

Charges for room rentals will be invoiced monthly. 50% of the reservation fee will be charged for any cancellation made within ten calendar days of the scheduled event. Security Deposits for room rentals are waived, unless the nature of event warrants charging a deposit. If a campus organization wishes Fairhill to bring in specific chairs for a meeting or event, the charge will be 50 cents per chair.